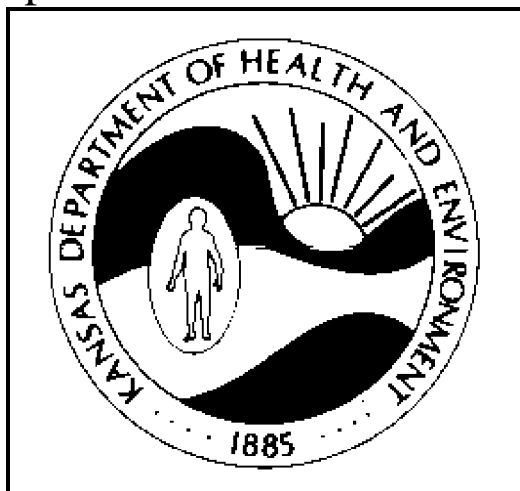


OCCUPATIONAL INJURIES & ILLNESSES KANSAS, 1995

Bill Graves, Governor

Gary R. Mitchell, Secretary
Kansas Department of Health and Environment



Prepared by
Kansas Department of Health and Environment
Center for Health and Environmental Statistics
Office of Health Care Information

In cooperation with the U.S. Department of Labor
Bureau of Labor Statistics

December, 1997

Table of Contents

	Page
Introduction	1
1995 Survey Highlights	2

Charts

1. Nonfatal Occupational Injury and Illness Incidence Rates by Private Industry, Kansas, 1994 and 1995	2
2. Nonfatal Occupational Injury and Illness Incidence Rates for Private Industry, Kansas, 1991-1995	3
3. Number of Nonfatal Occupational Injury and Illness Cases, Kansas, 1995	4
4. Percent of Nonfatal Occupational Injury and Illness Cases, by Severity of Case, Kansas 1995	4

Tables

1. Incidence Rate of Nonfatal Occupational Injury and Illnesses, by Industry and Case Type, Kansas, 1995	5
2. Number of Nonfatal Occupational Injuries and Illnesses by Industry and Case Type, Kansas, 1995	7
3. Nonfatal Occupational Injury and Illness Incidence Rates per 100 Full-Time Workers by Industry Division, Kansas, 1991-1995	9
4. Nonfatal Occupational Injury and Illness Incidence Rates per 100 Full-Time Workers by Private Industry Division, Kansas and the United States, 1994 and 1995	10
5. Nonfatal Occupational Injury and Illness Incidence Rates per 100 Full-Time Workers, Kansas, 1976-1995	11

Appendices

A. Scope of the Survey and Technical Notes	15
B. Instructions for Computing Incidence Rates for an Individual Firm	18
C. Glossary	19
D. Report Form and Instructions	22
E. Record keeping Summary	27

Introduction

The Occupational Safety and Health Act of 1970 became an official part of the national labor law effective April 28, 1971. The act's fundamental objective is "... to assure so far as possible every working man and woman in the Nation safe and healthful working conditions and to preserve our human resources." In order to fulfill this purpose, the Kansas Department of Health and Environment and the U.S. Department of Labor, Bureau of Labor Statistics, through a cooperative program, collect and analyze occupational injury and illness statistics in Kansas.

The 1995 survey of approximately 6,300 private employers in Kansas serves as the basis for the estimates of occupational injuries and illnesses presented in this report. Survey results are used in measuring and evaluating the effectiveness of the Occupational Safety and Health Act in reducing work-related injuries and illnesses. Year to year comparisons of estimated incidence rates indicate basic industry trends and where prevention measures should be intensified. The rates contained in this report represent the number of injury and illness cases per 100 full-time workers and enable employers to compare the experience of their establishments to the entire industry. Further explanation of the scope of this report and the methodology used can be found in Appendix A.

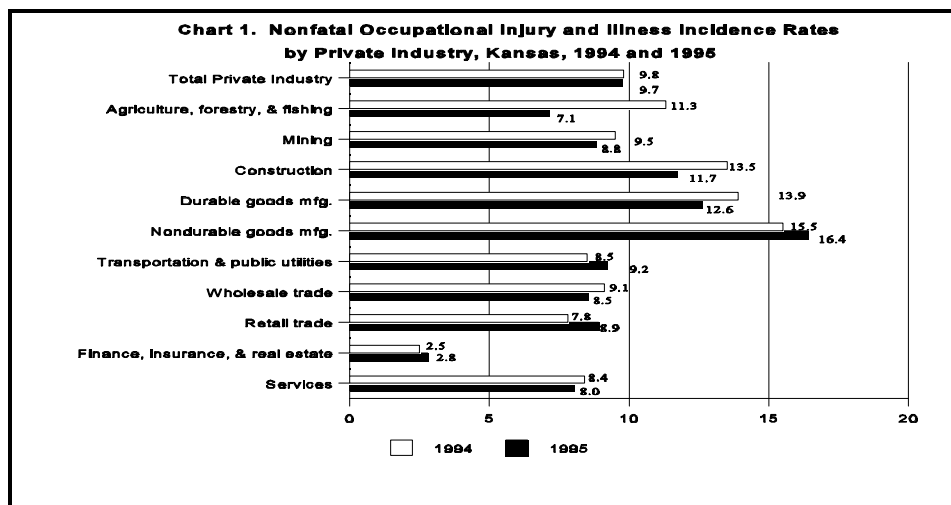
Copies of this report as well as additional information may be obtained by contacting the Kansas Department of Health and Environment, Office of Health Care Information, 109 S.W. 9th St., Suite 400A, Topeka, KS, 66612-2219, (785) 296-1058.

The information contained in this report may be obtained electronically by contacting the Kansas Department of Health and Environment, Center for Health and Environmental Statistics, Office of Health Care Information (785-296-5642). This report is also available on the Internet at the KDHE home page on the World Wide Web. The address is: "<http://www.ink.org/public/kdhe>". National data on occupational injuries and illnesses is available on the Internet at the Bureau of Labor Statistics' (BLS) home page. That address is: "<http://www.bls.gov>".

ADA Statement: If you desire a copy of this publication in alternative form because of a disability, contact the Kansas Department of Health and Environment, Office of Health Care Information, 109 S.W. 9th St., Suite 400A, Topeka, KS, 66612-2219, (785) 296-1058.

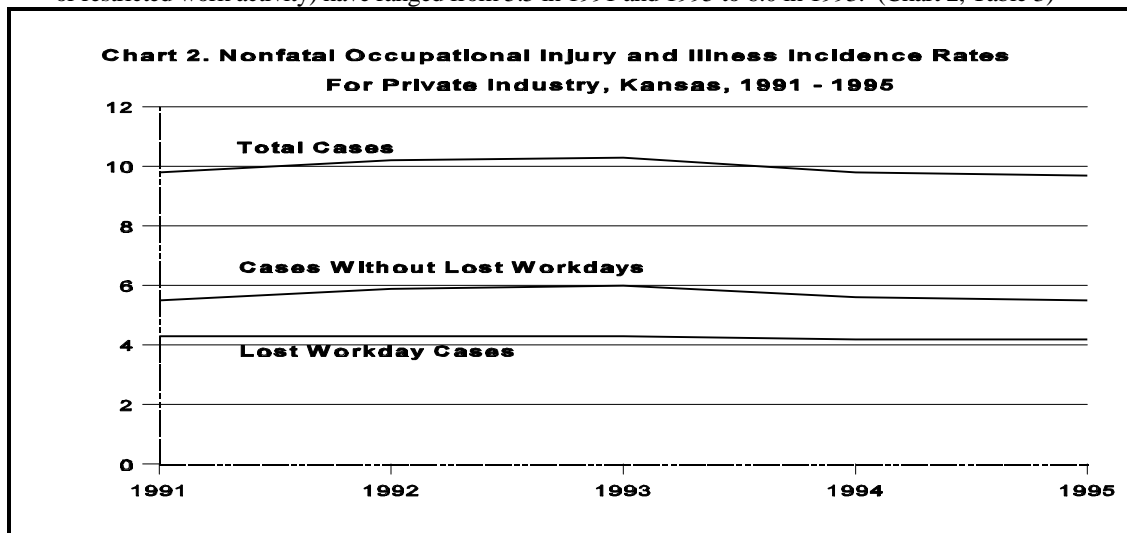
1995 SURVEY HIGHLIGHTS

- The 1995 injury and illness incidence rate for private industry in Kansas was 9.7 per 100 full time workers, slightly lower than the rate of 9.8 reported in 1994. Some major industry divisions reported lower rates in 1995 than in 1994 while others, namely nondurable goods manufacturing, transportation and public utilities, retail trade, and finance insurance, and real estate, reported higher rates. (Chart 1)
- The largest decrease in the rate of occupational injuries and illnesses occurred in the agriculture industry which decreased 37.2% from a rate of 11.3 injuries and illnesses per 100 full-time workers in 1994 to 7.1 in 1995. (Chart 1)
- The industry with the greatest increase was retail trade which increased 14.1% from a rate of 7.8 injuries and illnesses per 100 full-time workers in 1994 to a rate of 8.9 in 1995. (Chart 1)

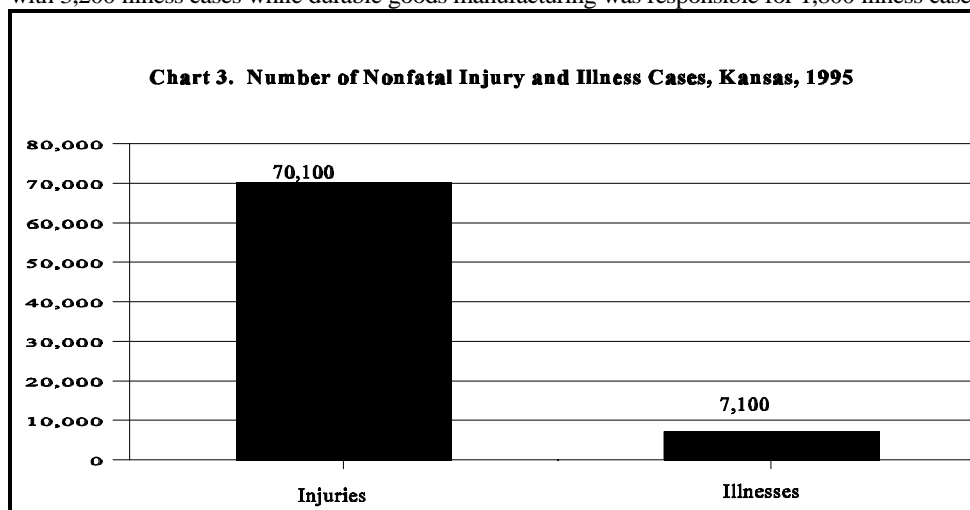


- Breaking manufacturing into two categories, the industry division with the highest incidence rate was nondurable goods manufacturing, with a rate of 16.4 injuries and illnesses per 100 full-time workers. (Chart 1, Table 1)
- Meat packing plants had the highest incidence rate within the nondurable goods manufacturing division, with a rate of 32.7 injuries and illnesses per 100 full-time workers. (Table 1)
- The other manufacturing category, durable goods, reported the next highest rate of 12.6 injuries and illnesses per 100 full-time workers. (Chart 1, Table 1)
- Within durable goods manufacturing, lumber and wood products led all others with a rate of 28.8 injuries and illnesses per 100 full-time workers. (Table 1)
- Construction industries had the third highest rate with 11.7 injuries and illness per 100 full-time workers. (Chart 1, Table 1)
- Nonresidential building construction was the leading contributor in the construction industry with a rate of 18.7 injuries and illness per 100 full-time workers. (Table 1)
- As would be expected, the low risk industries of finance, insurance, and real estate had the lowest rate with 2.8 injuries and illnesses per 100 full-time workers in 1995, a rate 12.0% higher than the rate of 2.5 in 1994. (Chart 1, Table 1)
- When incidence rates are examined for injuries only, the results are similar. Nondurable goods manufacturing remained the highest with 12.4 injuries per 100 full-time workers, but construction ranked 2nd with an incidence rate of 11.2 while durable goods fell to 3rd with a rate of 10.9. (Table 1)

- The incidence rate in the nondurable goods manufacturing industry decreases 24.4% when only injuries are examined, going from an overall rate of 16.4 injuries and illnesses per 100 full-time workers to a rate of 12.4 injuries per 100 full-time workers. Experience with the data has shown that illnesses, in particular those due to repetitive motion, play a more significant role in the overall rate of occupational injuries and illnesses in this industry. (Table 1)
- The occupational injury and illness incidence rates per 100 full-time workers for private industry in Kansas have remained relatively stable over the past five years ranging from 9.7 in 1995 to 10.3 in 1993. These incidence rates include all cases, both with and without lost workdays. The incidence rates for lost workday cases (those having days away from work and/or days of restricted work activity) have remained the most stable ranging from 4.2 in 1994 and 1995 to 4.3 in the three years 1991 - 1993. The incidence rates for cases without lost workdays (recordable cases that did not result in days away from work or restricted work activity) have ranged from 5.5 in 1991 and 1995 to 6.0 in 1993. (Chart 2, Table 3)



- In 1995, 70,100 injury cases and 7,100 illness cases occurred in Kansas. The number of occupational injury and illness cases ranged from 700 in agriculture, forestry, and fishing to 26,800 in manufacturing. (Chart 3, Table 2)
- Seven out of 10 illness cases occurred in the manufacturing industry. Nondurable goods manufacturing accounted for the majority with 3,200 illness cases while durable goods manufacturing was responsible for 1,800 illness cases. (Table 2)



- In 1995, 43.5% of reported occupational injury and illness cases were serious enough to cause lost workdays, up slightly from 42.4% in 1994. Lost workdays includes days away from work and/or days of restricted work activity. Of the 77,200 injuries

and illness cases, 19,200 (25.5%) resulted in days away from work, 13,900 (18%) required restrictions in work activity but no days away from work, and 43,600 (56.5%) were cases without lost workdays. (Chart 4, Table 2)

**Chart 4. Percent of Nonfatal Occupational Injury and Illness Cases
by Severity of Case, Kansas, 1995**

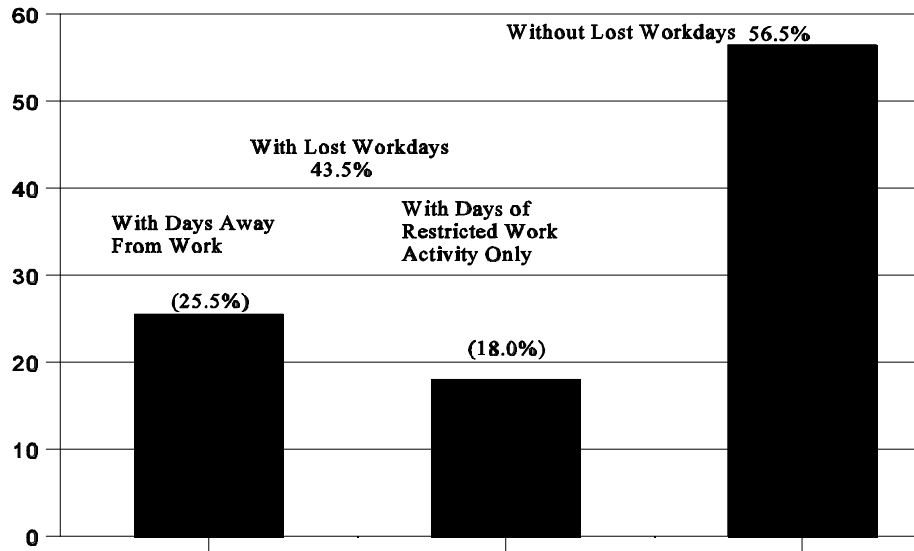


Table 1. Incidence rate of nonfatal occupational injuries and illnesses,¹ by industry and case type, 1995

Kansas

Industry ²	SIC code ³	1995 Annual average employment ⁴ (000's)	Injuries and Illnesses				Injuries			
			Total cases	Lost workday cases		Cases without lost work-days	Total cases	Lost workday cases		Cases without lost work-days
				Total ⁵	With days away from work ⁶			Total ⁵	With days away from work ⁶	
Private industry ⁷		948.2	9.7	4.2	2.5	5.5	8.8	3.7	2.3	5.0
Agriculture, forestry, and fishing ⁷		12.9	7.1	3.8	3.2	3.3	7.1	3.8	3.2	3.3
Agricultural production ⁷	01-02	6.4	9.9	6.0	5.0	3.9	9.9	6.0	5.0	3.9
Mining ⁸		8.0	8.8	4.6	4.1	4.2	8.7	4.5	4.1	4.2
Oil and gas extraction	13	6.7	8.4	4.5	4.2	3.9	8.4	4.5	4.2	3.9
Crude petroleum and natural gas	131	2.9	4.1	1.8	1.7	2.3	4.1	1.8	1.7	2.3
Oil and gas field services	138	3.6	11.7	6.5	6.0	5.2	11.7	6.5	6.0	5.2
Construction		51.6	11.7	4.7	3.7	7.0	11.2	4.5	3.5	6.7
General building contractors	15	11.7	13.8	6.0	4.6	7.7	13.7	6.0	4.6	7.7
Nonresidential building construction	154	6.4	18.7	7.7	5.5	11.0	18.7	7.7	5.5	11.0
Special trade contractors	17	30.2	11.9	4.2	3.5	7.7	11.3	4.1	3.4	7.2
Plumbing, heating, air-conditioning	171	7.2	14.6	4.7	3.7	9.9	14.4	4.5	3.7	9.9
Electrical work	173	4.5	9.2	2.7	2.5	6.5	9.2	2.7	2.5	6.5
Miscellaneous special trade contractors	179	4.9	9.6	3.5	2.9	6.2	9.1	3.1	2.6	6.0
Manufacturing		191.4	14.2	6.7	2.9	7.5	11.5	5.3	2.5	6.3
Durable goods		108.5	12.6	5.0	2.6	7.6	10.9	4.3	2.3	6.6
Lumber and wood products	24	4.7	28.8	12.5	5.8	16.3	26.0	11.2	5.7	14.9
Stone, clay, and glass products	32	6.3	12.2	6.4	4.2	5.8	10.1	6.1	4.1	4.0
Primary metal industries	33	3.5	18.0	5.0	3.4	13.0	15.9	4.3	2.9	11.6
Fabricated metal products	34	9.3	15.6	4.6	3.6	11.0	14.7	4.4	3.4	10.3
Fabricated structural metal products	344	4.8	20.7	6.6	5.7	14.1	19.3	6.2	5.3	13.1
Industrial machinery and equipment	35	23.5	15.0	6.0	3.5	9.0	13.9	5.5	3.3	8.3
Farm and garden machinery	352	6.0	14.4	4.6	3.0	9.9	13.3	4.4	2.9	9.0
Farm machinery and equipment	3523	5.6	13.9	4.5	3.0	9.4	12.9	4.2	2.9	8.7
Electronic and other electric equipment	36	9.0	10.4	3.9	1.8	6.5	7.8	2.8	1.5	5.0
Miscellaneous electrical equipment and supplies	369	3.4	12.4	4.7	1.7	7.7	8.4	3.4	1.5	5.0
Transportation equipment	37	44.2	10.0	4.1	1.5	5.9	8.2	3.3	1.3	4.8
Motor vehicles and equipment	371	8.6	12.2	3.7	1.5	8.5	9.9	2.7	1.1	7.2
Aircraft and parts	372	33.4	8.5	3.9	1.3	4.6	6.7	3.2	1.0	3.6
Nondurable goods		82.9	16.4	8.9	3.3	7.5	12.4	6.5	2.6	5.9
Food and kindred products	20	31.1	25.2	14.6	4.8	10.6	17.3	9.9	3.7	7.5
Meat products	201	17.4	32.6	18.8	5.7	13.8	20.5	11.5	3.9	9.0
Meat packing plants	2011	14.7	32.7	19.2	6.0	13.6	20.1	11.2	4.1	8.9
Grain mill products	204	4.0	14.0	7.6	4.3	6.4	13.1	7.1	3.9	6.0
Paper and allied products	26	4.8	14.9	6.9	3.0	8.1	13.1	5.4	2.4	7.8
Printing and publishing	27	21.9	8.6	3.6	1.8	5.0	7.5	2.9	1.5	4.5
Commercial printing	275	7.3	9.9	4.6	3.0	5.3	9.3	4.3	2.7	5.0
Commercial printing, lithographic	2752	3.9	7.9	3.9	2.7	3.9	7.3	3.6	2.4	3.7
Commercial printing, n.e.c.	2759	—	12.4	5.6	3.4	6.8	11.5	5.2	3.1	6.4
Chemicals and allied products	28	6.4	7.4	4.2	1.8	3.2	6.6	3.8	1.8	2.9
Rubber and miscellaneous plastics products	30	12.3	13.8	8.2	2.9	5.6	12.0	6.8	2.3	5.2
Miscellaneous plastics products, n.e.c.	308	8.3	13.9	7.9	3.0	6.0	11.8	6.3	2.5	5.5
Transportation and public utilities ⁸		61.2	9.2	4.8	2.9	4.3	8.6	4.5	2.6	4.0
Railroad transportation ⁸	40	—	3.4	2.3	1.7	1.1	3.4	2.3	1.7	1.1
Communications	48	—	2.0	.7	.5	1.3	1.6	.5	.5	1.0
Telephone communications	481	12.0	1.4	.5	.4	.9	.9	.3	.3	.6

See footnotes at end of table.

Table 1. Incidence rate of nonfatal occupational injuries and illnesses,¹ by industry and case type, 1995 — Continued

Kansas

Industry ²	SIC code ³	1995 Annual average employment ⁴ (000's)	Injuries and Illnesses				Injuries			
			Total cases	Lost workday cases		Cases without lost work-days	Total cases	Lost workday cases		Cases without lost work-days
				Total ⁵	With days away from work ⁶			Total ⁵	With days away from work ⁶	
Wholesale and retail trade		295.2	8.8	3.6	2.4	5.2	8.5	3.4	2.3	5.1
Wholesale trade		73.2	8.5	3.6	2.4	4.8	8.1	3.4	2.3	4.7
Wholesale trade--durable goods	50	39.2	7.1	2.9	1.7	4.2	6.6	2.7	1.6	4.0
Machinery, equipment, and supplies	508	12.0	8.5	3.0	1.5	5.4	8.5	3.0	1.5	5.4
Wholesale trade--nondurable goods	51	34.0	10.1	4.5	3.2	5.6	9.8	4.3	3.1	5.6
Groceries and related products	514	8.8	12.8	7.2	4.2	5.6	12.4	7.0	4.1	5.5
Retail trade		222.1	8.9	3.5	2.3	5.4	8.7	3.4	2.3	5.3
Building materials and garden supplies	52	10.2	7.8	4.0	3.4	3.8	7.7	4.0	3.4	3.8
Lumber and other building materials	521	5.7	9.4	4.6	3.8	4.7	9.4	4.6	3.8	4.7
General merchandise stores	53	30.4	9.7	4.7	2.7	5.0	9.4	4.5	2.7	4.9
Department stores	531	25.6	9.4	4.7	2.6	4.6	9.1	4.6	2.6	4.5
Food stores	54	33.6	13.0	5.4	3.2	7.7	12.5	5.2	3.1	7.4
Automotive dealers and service stations	55	25.0	8.5	3.5	2.8	5.0	8.2	3.4	2.7	4.8
Apparel and accessory stores	56	10.7	8.6	5.7	2.2	2.9	7.3	4.7	1.9	2.6
Furniture and homefurnishings stores	57	9.4	5.1	2.5	1.9	2.6	5.0	2.4	1.8	2.6
Eating and drinking places	58	78.3	9.6	2.6	1.9	6.9	9.6	2.6	1.9	6.9
Miscellaneous retail	59	24.5	3.6	1.4	.9	2.2	3.4	1.3	.9	2.1
Finance, insurance, and real estate		57.5	2.8	1.2	.7	1.6	2.3	.9	.7	1.3
Depository institutions	60	19.4	1.1	.5	.3	.6	.9	.4	.2	.5
Commercial banks	602	15.9	1.3	.7	.4	.7	1.1	.4	.2	.7
Insurance carriers	63	11.9	3.1	.7	.7	2.4	2.3	.5	.5	1.8
Real estate	65	9.4	4.9	2.0	1.1	2.9	4.8	2.0	1.1	2.9
Services		270.5	8.0	3.1	2.1	4.9	7.7	3.0	2.0	4.7
Hotels and other lodging places	70	9.6	8.7	3.4	2.8	5.3	8.7	3.4	2.8	5.3
Personal services	72	12.1	4.9	2.2	.9	2.7	4.4	2.0	.8	2.4
Business services	73	54.9	6.7	2.7	1.9	4.0	6.4	2.5	1.8	3.9
Personnel supply services	736	16.6	14.2	7.1	5.4	7.1	13.4	6.5	4.8	6.9
Miscellaneous business services	738	13.3	2.7	1.1	.8	1.6	2.5	.9	.7	1.6
Auto repair, services, and parking	75	8.5	7.5	3.0	2.7	4.4	7.5	3.0	2.7	4.4
Amusement and recreation services	79	10.9	8.2	1.9	1.3	6.3	7.9	1.9	1.3	6.0
Health services	80	96.6	11.3	4.5	2.7	6.8	10.9	4.4	2.7	6.5
Offices and clinics of medical doctors	801	16.2	3.0	.6	.4	2.4	2.5	.6	.4	1.9
Nursing and personal care facilities	805	25.8	19.5	12.4	7.1	7.0	19.2	12.3	7.0	6.8
Hospitals	806	35.4	13.6	2.4	1.7	11.2	13.3	2.3	1.6	10.9
Legal services	81	5.9	1.0	.9	.4	.1	.2	.1	(⁹)	.1
Social services	83	21.6	7.5	3.0	2.5	4.5	7.4	3.0	2.5	4.4
Membership organizations	86	8.7	3.0	1.3	1.0	1.8	2.8	1.2	1.0	1.6

¹ The incidence rates represent the number of injuries and illnesses per 100 full-time workers and were calculated as: (N/EH) x 200,000, where

N = number of injuries and illnesses,
 EH = total hours worked by all employees during the calendar year,
 200,000 = base for 100 equivalent full-time workers (working 40 hours per week, 50 weeks per year).

² Totals for divisions and 2- and 3-digit SIC codes include data for industries not shown separately.

³ *Standard Industrial Classification Manual*, 1987 Edition.

⁴ Employment is expressed as an annual average and is derived primarily from the BLS-State Covered Employment and Wages program.

⁵ Total includes cases involving restricted work activity only in addition to days-away-from-work cases with or without restricted work activity.

⁶ Days-away-from-work cases include those which result in days away from work with or without restricted work activity.

⁷ Excludes farms with fewer than 11 employees.

⁸ Data conforming to OSHA definitions for mining operators in coal, metal, and nonmetal mining and for employers in railroad transportation are provided to BLS by the Mine Safety and Health Administration, U.S. Department of Labor; and the Federal Railroad Administration, U.S. Department of Transportation. Independent mining contractors are excluded from the coal, metal, and nonmetal mining industries.

⁹ Incidence rate is less than 0.05.

NOTE: Because of rounding, components may not add to the totals.
 n.e.c. = not elsewhere classified.
 — Data not available.

SOURCE: Bureau of Labor Statistics, U.S. Department of Labor, Survey of Occupational Injuries and Illnesses in cooperation with participating State agencies.

Table 2. Number of nonfatal occupational injuries and illnesses, by industry and case type, 1995

Kansas

Industry ¹	SIC code ²	1995 Annual average employment ³ (000's)	Injuries and Illnesses				Injuries			
			Total cases (000's)	Lost workday cases		Cases without lost work-days (000's)	Total cases (000's)	Lost workday cases		Cases without lost work-days (000's)
				Total ⁴ (000's)	With days away from work ⁵ (000's)			Total ⁴ (000's)	With days away from work ⁵ (000's)	
Private industry ⁶		948.2	77.2	33.6	19.7	43.6	70.1	30.0	18.3	40.1
Agriculture, forestry, and fishing ⁶		12.9	.7	.4	.3	.3	.7	.4	.3	.3
Agricultural production ⁶	01-02	6.4	.5	.3	.2	.2	.5	.3	.2	.2
Mining ⁷		8.0	.8	.4	.4	.4	.7	.4	.3	.4
Oil and gas extraction	13	6.7	.5	.3	.3	.2	.5	.3	.3	.2
Crude petroleum and natural gas	131	2.9	.1	(⁸)	(⁸)	.1	.1	(⁸)	(⁸)	.1
Oil and gas field services	138	3.6	.4	.2	.2	.2	.4	.2	.2	.2
Construction		51.6	5.5	2.2	1.7	3.3	5.3	2.1	1.7	3.1
General building contractors	15	11.7	1.3	.6	.4	.7	1.3	.6	.4	.7
Nonresidential building construction	154	6.4	1.0	.4	.3	.6	1.0	.4	.3	.6
Special trade contractors	17	30.2	3.1	1.1	.9	2.0	3.0	1.1	.9	1.9
Plumbing, heating, air-conditioning	171	7.2	1.0	.3	.2	.7	1.0	.3	.2	.7
Electrical work	173	4.5	.4	.1	.1	.3	.4	.1	.1	.3
Miscellaneous special trade contractors	179	4.9	.4	.1	.1	.2	.4	.1	.1	.2
Manufacturing		191.4	26.8	12.6	5.5	14.2	21.8	9.9	4.7	11.9
Durable goods		108.5	13.5	5.4	2.8	8.1	11.7	4.6	2.5	7.1
Lumber and wood products	24	4.7	1.3	.6	.3	.8	1.2	.5	.3	.7
Stone, clay, and glass products	32	6.3	.8	.4	.3	.4	.6	.4	.3	.3
Primary metal industries	33	3.5	.6	.2	.1	.5	.6	.2	.1	.4
Fabricated metal products	34	9.3	1.4	.4	.3	1.0	1.4	.4	.3	1.0
Fabricated structural metal products	344	4.8	1.0	.3	.3	.7	.9	.3	.3	.6
Industrial machinery and equipment	35	23.5	3.6	1.4	.8	2.1	3.3	1.3	.8	2.0
Farm and garden machinery	352	6.0	.8	.3	.2	.6	.8	.3	.2	.5
Farm machinery and equipment	3523	5.6	.7	.2	.2	.5	.7	.2	.2	.5
Electronic and other electric equipment	36	9.0	1.0	.4	.2	.6	.7	.3	.1	.5
Miscellaneous electrical equipment and supplies	369	3.4	.4	.2	.1	.3	.3	.1	.1	.2
Transportation equipment	37	44.2	4.3	1.8	.7	2.5	3.5	1.4	.5	2.1
Motor vehicles and equipment	371	8.6	1.1	.3	.1	.8	.9	.2	.1	.6
Aircraft and parts	372	33.4	2.7	1.2	.4	1.4	2.1	1.0	.3	1.1
Nondurable goods		82.9	13.3	7.2	2.7	6.1	10.1	5.3	2.2	4.8
Food and kindred products	20	31.1	7.9	4.6	1.5	3.3	5.5	3.1	1.2	2.3
Meat products	201	17.4	5.9	3.4	1.0	2.5	3.7	2.1	.7	1.6
Meat packing plants	2011	14.7	5.0	2.9	.9	2.1	3.1	1.7	.6	1.4
Grain mill products	204	4.0	.6	.3	.2	.3	.5	.3	.2	.2
Paper and allied products	26	4.8	.8	.3	.2	.4	.7	.3	.1	.4
Printing and publishing	27	21.9	1.6	.7	.3	1.0	1.4	.6	.3	.9
Commercial printing	275	7.3	.7	.3	.2	.4	.6	.3	.2	.3
Commercial printing, lithographic	2752	3.9	.3	.1	.1	.1	.3	.1	.1	.1
Commercial printing, n.e.c.	2759	—	.4	.2	.1	.2	.4	.2	.1	.2
Chemicals and allied products	28	6.4	.5	.3	.1	.2	.4	.3	.1	.2
Rubber and miscellaneous plastics products	30	12.3	1.7	1.0	.4	.7	1.5	.9	.3	.7
Miscellaneous plastics products, n.e.c.	308	8.3	1.2	.7	.3	.5	1.0	.5	.2	.5
Transportation and public utilities ⁷		61.2	5.8	3.0	1.8	2.7	5.4	2.9	1.7	2.6
Railroad transportation ⁷	40	—	.2	.1	.1	.1	.2	.1	.1	.1
Communications	48	—	.3	.1	.1	.2	.2	.1	.1	.2
Telephone communications	481	12.0	.2	.1	(⁸)	.1	.1	(⁸)	(⁸)	.1

See footnotes at end of table.

Table 2. Number of nonfatal occupational injuries and illnesses, by industry and case type, 1995 — Continued

Kansas

Industry ¹	SIC code ²	1995 Annual average employment ³ (000's)	Injuries and Illnesses				Injuries			
			Total cases (000's)	Lost workday cases		Cases without lost work-days (000's)	Total cases (000's)	Lost workday cases		Cases without lost work-days (000's)
				Total ⁴ (000's)	With days away from work ⁵ (000's)			Total ⁴ (000's)	With days away from work ⁵ (000's)	
Wholesale and retail trade		295.2	20.0	8.1	5.4	11.9	19.4	7.8	5.2	11.6
Wholesale trade		73.2	5.9	2.6	1.7	3.4	5.7	2.4	1.6	3.3
Wholesale trade--durable goods	50	39.2	2.7	1.1	.6	1.6	2.5	1.0	.6	1.5
Machinery, equipment, and supplies	508	12.0	1.0	.4	.2	.7	1.0	.4	.2	.7
Wholesale trade--nondurable goods	51	34.0	3.3	1.4	1.0	1.8	3.2	1.4	1.0	1.8
Groceries and related products	514	8.8	1.1	.6	.4	.5	1.1	.6	.3	.5
Retail trade		222.1	14.1	5.6	3.7	8.5	13.7	5.4	3.6	8.3
Building materials and garden supplies	52	10.2	.7	.4	.3	.3	.7	.4	.3	.3
Lumber and other building materials	521	5.7	.5	.2	.2	.3	.5	.2	.2	.3
General merchandise stores	53	30.4	2.1	1.0	.6	1.1	2.1	1.0	.6	1.1
Department stores	531	25.6	1.8	.9	.5	.9	1.7	.9	.5	.8
Food stores	54	33.6	3.2	1.3	.8	1.9	3.1	1.3	.7	1.8
Automotive dealers and service stations	55	25.0	2.0	.8	.7	1.2	1.9	.8	.6	1.1
Apparel and accessory stores	56	10.7	.6	.4	.2	.2	.5	.3	.1	.2
Furniture and homefurnishings stores	57	9.4	.4	.2	.1	.2	.4	.2	.1	.2
Eating and drinking places	58	78.3	4.4	1.2	.9	3.2	4.4	1.2	.9	3.2
Miscellaneous retail	59	24.5	.6	.3	.2	.4	.6	.2	.2	.4
Finance, insurance, and real estate		57.5	1.4	.6	.4	.8	1.1	.5	.3	.7
Depository institutions	60	19.4	.2	.1	.1	.1	.2	.1	(⁸)	.1
Commercial banks	602	15.9	.2	.1	.1	.1	.2	.1	(⁸)	.1
Insurance carriers	63	11.9	.3	.1	.1	.3	.2	.1	.1	.2
Real estate	65	9.4	.4	.1	.1	.2	.3	.1	.1	.2
Services		270.5	16.3	6.3	4.2	10.0	15.7	6.1	4.0	9.6
Hotels and other lodging places	70	9.6	.6	.2	.2	.4	.6	.2	.2	.4
Personal services	72	12.1	.4	.2	.1	.2	.4	.2	.1	.2
Business services	73	54.9	2.6	1.0	.7	1.5	2.5	1.0	.7	1.5
Personnel supply services	736	16.6	.9	.5	.4	.5	.9	.4	.3	.5
Miscellaneous business services	738	13.3	.3	.1	.1	.2	.2	.1	.1	.2
Auto repair, services, and parking	75	8.5	.6	.2	.2	.4	.6	.2	.2	.4
Amusement and recreation services	79	10.9	.4	.1	.1	.3	.4	.1	.1	.3
Health services	80	96.6	8.8	3.5	2.1	5.3	8.6	3.4	2.1	5.1
Offices and clinics of medical doctors	801	16.2	.4	.1	.1	.3	.4	.1	.1	.3
Nursing and personal care facilities	805	25.8	4.0	2.6	1.5	1.4	3.9	2.5	1.4	1.4
Hospitals	806	35.4	3.9	.7	.5	3.2	3.8	.7	.5	3.2
Legal services	81	5.9	(⁸)	(⁸)	(⁸)	(⁸)	(⁸)	(⁸)	(⁸)	(⁸)
Social services	83	21.6	1.2	.5	.4	.7	1.1	.5	.4	.7
Membership organizations	86	8.7	.2	.1	.1	.1	.2	.1	.1	.1

¹ Totals for divisions and 2- and 3-digit SIC codes include data for industries not shown separately.

² *Standard Industrial Classification Manual*, 1987 Edition.

³ Employment is expressed as an annual average and is derived primarily from the BLS-State Covered Employment and Wages program.

⁴ Total includes cases involving restricted work activity only in addition to days-away-from-work cases with or without restricted work activity.

⁵ Days-away-from-work cases include those which result in days away from work with or without restricted work activity.

⁶ Excludes farms with fewer than 11 employees.

⁷ Data conforming to OSHA definitions for mining operators in coal, metal, and nonmetal mining and for employers in railroad transportation

are provided to BLS by the Mine Safety and Health Administration, U.S. Department of Labor; and the Federal Railroad Administration, U.S. Department of Transportation. Independent mining contractors are excluded from the coal, metal, and nonmetal mining industries.

⁸ Fewer than 50 cases.

NOTE: Because of rounding, components may not add to the totals. n.e.c. = not elsewhere classified.

— Data not available

SOURCE: Bureau of Labor Statistics, U.S. Department of Labor, Survey of Occupational Injuries and Illnesses in cooperation with participating State agencies.

Table 3
Nonfatal Occupational Injury and Illness Incidence Rates per 100 Full-Time Workers, 1/ by Industry Division
Kansas, 1991-1995

Industry division	Total Cases					Lost workday cases										Cases without lost workdays				
						Total 2/					With days away from work 3/									
	1991	1992	1993	1994	1995	1991	1992	1993	1994	1995	1991	1992	1993	1994	1995	1991	1992	1993	1994	1995
Private industry 4/	9.8	10.2	10.3	9.8	9.7	4.3	4.3	4.3	4.2	4.2	3.3	3.1	3.0	2.7	2.5	5.5	5.9	6.0	5.6	5.5
Agriculture, forestry, and fishing 4/	12.7	10.6	11.5	11.3	7.1	5.9	4.4	5.0	4.7	3.8	5.1	3.7	4.2	3.9	3.2	6.7	6.2	6.5	6.6	3.3
Mining 5/	12.6	10.8	10.3	9.5	8.8	5.8	4.8	5.1	5.9	4.6	5.4	4.5	4.6	5.4	4.1	6.7	6.0	5.2	3.6	4.2
Construction	15.0	14.9	15.4	13.5	11.7	7.0	6.7	6.8	6.1	4.7	6.5	6.1	6.0	5.3	3.7	8.0	8.2	8.6	7.4	7.0
Manufacturing	16.1	17.0	15.7	14.6	14.2	6.8	7.3	6.5	6.7	6.7	4.2	4.1	3.4	3.1	2.9	9.2	9.7	9.3	7.9	7.5
Durable goods	15.1	14.7	14.6	13.9	12.6	5.6	5.6	5.1	5.4	5.0	4.0	3.6	3.2	3.1	2.6	9.5	9.0	9.5	8.5	7.6
Nondurable goods	17.6	20.2	17.2	15.5	16.4	8.6	9.6	8.3	8.2	8.9	4.6	4.8	3.7	3.1	3.3	8.9	10.7	8.9	7.2	7.5
Transportation and public utilities 5/	8.5	9.1	10.9	8.5	9.2	4.7	5.1	5.9	5.0	4.8	4.1	4.4	4.6	3.5	2.9	3.8	4.0	5.0	3.6	4.3
Wholesale and retail trade	8.1	8.6	9.2	8.2	8.8	3.2	3.1	3.9	3.0	3.6	2.7	2.3	2.9	2.3	2.4	4.9	5.5	5.3	5.2	5.2
Wholesale trade	8.1	8.2	8.6	9.1	8.5	3.6	3.3	3.9	3.7	3.6	2.9	2.4	2.9	2.7	2.4	4.5	4.9	4.7	5.4	4.8
Retail trade	8.2	8.8	9.4	7.8	8.9	3.0	3.1	3.8	2.7	3.5	2.6	2.3	2.9	2.2	2.3	5.1	5.7	5.6	5.1	5.4
Finance, insurance, and real estate	1.8	2.8	2.8	2.5	2.8	0.9	0.8	1.0	1.0	1.2	0.7	0.6	0.8	0.7	0.7	0.9	1.9	1.8	1.5	1.6
Services	6.5	7.0	7.3	8.4	8.0	3.1	3.0	2.7	3.1	3.1	2.7	2.5	2.1	2.2	2.1	3.4	3.9	4.6	5.4	4.9

1/ The incidence rates represent the number of injuries and/or illnesses per 100 full-time equivalent employees and were calculated as: (N/EH) x 200,000, where:

N = number of injuries and/or illnesses
EH = total hours worked by all employees during the calendar year

200,000 = base for 100 full-time workers (working 40 hours per week, 50 weeks per year)

2/ Total includes cases involving restricted work activity only in addition to days-away-from-work cases with or without restricted work activity.

3/ Days away-from-work cases include those which result in days away from work with or without restricted work activity.

4/Excludes farms with fewer than 11 employees.

5/ Data conforming to OSHA definitions for mining operators in coal, metal, and nonmetal mining and for employers in railroad transportation are provided to BLS by the Mine Safety and Health Administration, U.S. Department of Labor; and the Federal Railroad Administration, U.S. Department of Transportation. Independent mining contractors are excluded from the coal, metal, and nonmetal mining industries.

Note: Because of rounding, components may not add to the totals.

Source: Bureau of Labor Statistics, U.S. Department of Labor, Survey of Occupational Injuries and Illnesses in cooperation with participating State agencies.

Table 4
Nonfatal Occupational Injury and Illness Incidence Rates per 100 Full-Time Workers 1/ by Private Industry Division
Kansas and the United States, 1994 and 1995

Industry division 2/	Total cases 3/				Total lost workday cases				Cases without lost workdays			
	Kansas		US		Kansas		US		Kansas		US	
	1994	1995	1994	1995	1994	1995	1994	1995	1994	1995	1994	1995
Private industry 4/	9.8	9.7	8.4	8.1	4.2	4.2	3.8	3.6	5.6	5.5	4.6	4.4
Agriculture, forestry, and fishing 4/.	11.3	7.1	10.0	9.7	4.7	3.8	4.7	4.3	6.6	3.3	5.2	5.4
Mining	9.5	8.8	6.3	6.2	5.9	4.6	3.9	3.9	3.6	4.2	2.4	2.4
Construction	13.5	11.7	11.8	10.6	6.1	4.7	5.5	4.9	7.4	7.0	6.3	5.8
Manufacturing	14.6	14.2	12.2	11.6	6.7	6.7	5.5	5.3	7.9	7.5	6.8	6.3
Durable goods	13.9	12.6	13.5	12.8	5.4	5.0	5.7	5.6	8.5	7.6	7.8	7.2
Nondurable goods	15.5	16.4	10.5	9.9	8.2	8.9	5.1	4.9	7.2	7.5	5.3	4.9
Transportation and public utilities	8.5	9.2	9.3	9.1	5.0	4.8	5.5	5.2	3.6	4.3	3.9	3.9
Wholesale and retail trade	8.2	8.8	7.9	7.5	3.0	3.6	3.4	3.2	5.2	5.2	4.4	4.3
Wholesale trade	9.1	8.5	7.7	7.5	3.7	3.6	3.8	3.6	5.4	4.8	3.9	3.9
Retail trade	7.8	8.9	7.9	7.5	2.7	3.5	3.3	3.0	5.1	5.4	4.6	4.5
Finance, insurance, and real estate	2.6	2.8	2.7	2.6	1.0	1.2	1.1	1.0	1.5	1.6	1.6	1.6
Services	8.4	8.0	6.5	6.4	3.1	3.1	2.8	2.8	5.4	4.9	3.7	3.6

1/The incidence rates represent the number of injuries and/or illnesses per 100 full-time equivalent employees and were calculated as: (N/EH) x 200,000, where:

N = number of injuries and/or illnesses, or lost workdays;
EH = total hours worked by all employees during the calendar year;
200,000 = base for 100 full-time workers (working 40 hours per week, 50 weeks per year).

2/Industry divisions and group totals include data for industries not shown separately.

3/Includes fatalities; however, due to rounding, the difference between the total and the sum of the rates for total lost workday cases without lost workdays may not reflect the fatality rate.

4/Excludes farms with fewer than 11 employees.

Table 5
Nonfatal Occupational Injury and Illness Incidence Rates per 100 Full-Time Workers 1/
Kansas, 1976 - 1995

Year	Injuries and Illnesses				Injuries			
	Total Cases	Lost Workday Cases		Cases without lost workdays	Total Cases	Lost Workday Cases		Cases without lost workdays
		Total 3/	With days away from work 4/			Total 3/	With days away from work 4/	
1976.	8.4	3.3	3.1	5.2	8.1	3.1	3.0	5.0
1977.	8.5	3.5	3.3	5.0	8.1	3.3	3.2	4.8
1978 5/. ...	8.8	3.8	3.5	5.0	8.5	3.7	3.5	4.8
1979 5/. ...	8.6	4.0	3.6	4.7	8.4	3.8	3.5	4.5
1980.	8.1	3.6	3.3	4.5	7.9	3.5	3.2	4.4
1981.	8.4	3.7	3.3	4.7	8.1	3.6	3.3	4.5
1982.	7.5	3.1	2.8	4.3	7.2	3.0	2.7	4.2
1983 5/. ...	7.5	3.3	2.9	4.3	7.3	3.1	2.8	4.1
1984 5/. ...	7.7	3.4	3.0	4.2	7.4	3.3	2.9	4.1
1985.	7.7	3.4	3.0	4.3	7.5	3.3	2.9	4.2
1986.	7.6	3.3	2.9	4.3	7.3	3.1	2.8	4.1
1987.	8.6	3.8	3.1	4.8	8.2	3.6	3.0	4.6
1988.	9.5	4.0	3.2	5.5	9.0	3.8	3.1	5.2
1989.	10.0	4.3	3.4	5.7	9.4	4.1	3.2	5.3
1990.	9.9	4.2	3.3	5.7	9.1	3.8	3.1	5.2
1991.	9.8	4.3	3.3	5.5	8.9	3.9	3.1	5.0
1992 6/. ...	10.2	4.3	3.1	5.9	9.1	3.8	2.8	5.3
1993 6/. ...	10.3	4.3	3.0	6.0	9.3	3.9	2.8	5.4
1994 6/. ...	9.8	4.2	2.7	5.6	8.9	3.7	2.5	5.2
1995 6/. ...	9.7	4.2	2.5	5.5	8.8	3.7	2.3	5.0

1/The incidence rates represent the number of injuries and/or illnesses per 100 full-time equivalent employees and were calculated as: $(N/EH) \times 200,000$, where:

N = number of injuries and/or illnesses, or lost workdays;
EH = total hours worked by all employees during calendar year;
200,000 = base for 100 full-time workers (working 40 hours per week, 50 weeks per year).

2/ Data for 1976-1987 are based on the Standard Industrial Classification Manual, 1972 Edition; and data for 1988-1995 are based on the Standard Industrial Classification, Manual, 1987 Edition.

3/ Total includes cases involving restricted work activity only in addition to days-away-from-work cases with or without restricted work activity.

4/ Days-away-from-work cases include those which result in days away from work with or without restricted work activity.

5/ To maintain historical comparability with the rest of the series, data for small nonfarm employers in low-risk industries who were not surveyed were imputed and included in the survey estimates.

6/ Data exclude fatal work-related injuries and illnesses.

NOTE: Because of rounding, components may not add to the totals. Data exclude farms with fewer than 11 employees.

SOURCE: Bureau of Labor Statistics, U.S. Department of Labor, Survey of Occupational Injuries and Illnesses in cooperation with participating State agencies.

Appendices

Appendix A

SCOPE OF THE SURVEY AND TECHNICAL NOTES

Scope of the Survey

The occupational injury and illness data reported through the annual survey are based on records which employers in the following industries maintain under the Occupational Safety and Health Act: agriculture, forestry, and fishing (SIC 01-09); oil and gas extraction (SIC 13); construction (SIC 15-17); manufacturing (SIC 20-39); transportation and public utilities (SIC 41-49); wholesale and retail trade (SIC 50-59); finance, insurance, and real estate (SIC 60-67); and services (SIC 70-89). Excluded from the survey are self-employed individuals; private households; farmers with fewer than 11 employees; employers regulated by other federal safety and health laws; and federal, state, and local government agencies.

Data conforming to OSHA definitions of recordable occupational injuries and illnesses for coal and lignite mining (SIC 11 and 12), metal and nonmetal mining (SIC 10 and 14), and railroads (SIC 40) are provided by the Mine Safety and Health Administration, U.S. Department of Labor, and by the Federal Railroad Administration, U.S. Department of Transportation.

Survey questionnaires were mailed to 6,336 sample units within the state. Approximately 13 percent of these were excluded from the final tabulation because they were no longer in operation, were not within the scope of the survey, were included in the report for another location, received duplicate survey forms for the same location, or were not mailable because of an inadequate address. Follow-up mailings and telephone calls to nonrespondents resulted in an overall usable response rate of 86 percent.

Survey Questionnaire

The survey questionnaire requested information concerning the average employment during the calendar year; total hours worked; the number of occupational illnesses by type (seven categories); the total occupational injuries and illnesses by type, i.e., fatalities, and nonfatal cases with and without lost workdays; the number of days away from work and days of restricted work activity; and case and demographic data for lost workday cases. See Appendix D for a sample of the survey form and instructions.

Federal grant arrangements specify that the respondent fill out a single report form. The data are then used to develop both state and national estimates. This elimination of duplicate reporting by respondents, in conjunction with the use of identical statistical techniques at the state and national levels, ensures maximum comparability of estimates.

Sample Design

The basic sample was selected by the Bureau of Labor Statistics to represent all non-government industries in Kansas and to produce estimates of the number of occurrences and incidence rates of occupational injuries and illnesses for the state. The universe was stratified into industries according to the 1987 edition of the Standard Industrial Classification Manual published by the Office of Management and Budget.

A sample size necessary to produce a certain level of precision in the estimates of incidence rates was then determined for each industry. Previous surveys conducted by the U.S. Department of Labor, Bureau of Labor Statistics, have given an indication of the variability of incidence rates within certain groups of industries. Using these measures of variability, the number of establishments in the industry, and the employment in large establishments, a sample size was then calculated for each industry. The number of employees in large establishments was used as a control on the sample size. When industries are dominated by a few large establishments, smaller samples are required if the large establishments are included in the sample with certainty. Industries with higher expected incidence rates displayed more variability and, therefore, were allotted a proportionately larger sample than industries with lower rates.

Within an industry it was known that the number of injuries and illnesses an establishment experiences will vary with the employment of the establishment. Because of this, the universe of establishments within an industry was stratified by employment and then an optimum allocation was achieved by distributing the sample to each size group proportionate to the total employment in the size group. This procedure assumes that the variance of the average number of injuries and illnesses per establishment in a size group is proportionate to the average establishment employment size group. Sample sizes were then adjusted to produce integral sampling ratios.

Estimating Procedures

By using a weighting procedure, units in the sample are made to represent all units in their size class for a particular industry. The inverse of the sampling ratio for the industry/employment-size class from which the unit was selected determines the weight. Weights of responding employers in a sampling cell are adjusted for the small proportion of survey forms not returned. Respondents are then shifted into the estimating cell determined by the employment and business activity report. Data for each unit are multiplied by the appropriate weight and nonresponse adjustment factor. The products are then aggregated to obtain a total for the estimating cell.

Since the universe file which provides the sample frame is not current to the reference year of the survey, data are adjusted to reflect current employment levels. In the annual survey, all estimates of totals are adjusted by the benchmark factor at the estimating cell level. The bench marking procedure requires a source of accurate employment data which can be converted into annual average employment figures for separate estimates at the cell level.

Federal-State Cooperation

To eliminate duplicate reporting by respondents and ensure maximum comparability of estimates, survey respondents complete a single report form for national and state estimates.

Industrial Classification

Reporting units are classified into industries by their principal product or activity. The data are tabulated according to the 1987 edition of the Standard Industrial Classification Manual.

Appendix B

INSTRUCTIONS FOR COMPUTING INCIDENCE RATES FOR AN INDIVIDUAL FIRM

Incidence rates for an individual establishment or firm may be calculated by employers by using the same formula that is used to calculate industry-wide incidence rates from the annual occupational injury and illness survey. Employers may then compare their work injury and illness rates to state and national rates for their industry.

The formula requires: (1) the number of injuries and illnesses, and (2) the number of hours actually worked by all employees during the reference period. To produce an overall incidence rate proceed by determining the following:

- (1) The number of recordable occupational injuries and illnesses. This may be done by adding the totals for columns 1, 2, 6, 8, 9, and 13 of The Occupational Injuries and Illnesses Log (OSHA NO. 200).
- (2) The total number of hours actually worked during the year by all employees from payroll or other time records. The hours worked figure should not include any nonwork time even though paid, such as vacations, sick leave, holidays, etc. (If actual hours worked are not available for employees paid on commission, by salary, by the mile, etc., hours worked may be estimated on the basis of scheduled hours or eight hours per workday.)

The formula for computing the incidence rate is as follows:

- (1)
$$\frac{\text{Number of injuries and illnesses} \times 200,000}{\text{Employee hours worked}} = \text{Incidence Rate}$$
- (2)

This rate represents the number of injuries and illnesses occurring per 200,000 hours of work exposure, or the rate per 100 full-time equivalent workers. The same base is used in computing the occupational injury and illness rates for Kansas and the nation.

An employer may compute rates for injuries, illnesses, lost workday cases, nonfatal cases without lost workdays, or the number of lost workdays. Simply replace the number of injuries and illnesses, (1) in the formula, with the measure for which the rate is being computed.

It is also possible to compute rates on a monthly, quarterly, or semi-annual basis, or even by department or any other grouping of employees. The formula remains the same except the constant now would be 16,667 for a monthly calculation, 50,000 for a quarterly calculation, or 100,000 for a semi-annual calculation. The number of cases or days in the numerator and the hours worked in the denominator would be for the same time frame as the constant.

Appendix C

GLOSSARY

Average Employment: The average number of full- and part-time employees who worked during the report period. This includes all classes of employees (e.g., administrative, seasonal, temporary, supervisory, clerical, professional, technical, sales, delivery, installation, construction, service personnel, as well as operating and related workers).

Establishment: A single physical location where business is conducted or where services or industrial operations are performed (e.g., factory, mill, store, hotel, restaurant, movie theater, farm, ranch, bank, sales office, warehouse, or central administrative office). For firms engaged in activities which may be physically dispersed such as construction, transportation, communication, and electric, gas, and sanitary services, records may be maintained at the place to which employees normally report each day. For personnel who do not primarily report or work at a single establishment, such as traveling salesmen, technicians, engineers, their establishment would be at the location from which they are paid or the base from which these personnel operate to carry out their activities.

First Aid Treatment: One-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care.

Hours Worked: Total hours worked by all employees. Includes all time on duty, but excludes vacation, holiday, sick leave, and all other nonwork time even though paid.

Incidence Rate: Number of injuries and/or illnesses, or lost workdays per 100 full-time workers. The rate is calculated as:

$$(N/EH) \times 200,000$$

where:	N	= number of injuries and/or illnesses, or lost workdays
	EH	= Total hours worked by all employees during the calendar year
	200,000	= base for 100 full-time equivalent workers (working 40 hours per week, 50 weeks per year)

Lost Workday Cases: Cases which involve days away from work or days of restricted activity, or both.

Lost Workdays: The number of workdays (consecutive or not), beyond the day of injury or onset of illness, the employee was away from work or limited to restricted work activity because of an occupational injury or illness.

- (1) Lost workdays, away from work: The number of workdays (consecutive or not) on which the employee would have worked but could not because of an occupational injury or illness.
- (2) Lost Workdays, restricted work activity: The number of workdays (consecutive or not) on which, because of an injury or illness the employee:
 - (a) was assigned to another job on a temporary basis,
 - (b) worked at a permanent job less than full-time, or
 - (c) worked at a permanently assigned job but could not perform all duties normally connected with it.

Low-Hazard Industries: Selected industries in retail trade; finance, insurance, and real estate; and services which are regularly exempt from OSHA Record keeping. To be included in this exemption, an industry must fall within an SIC not targeted for general schedule inspections and must have an average lost workday case injury rate for a designated three-year measurement period at or below 75.0 percent of the U.S. private sector average rate.

Medical Treatment: Treatment (other than first aid) administered by a physician or registered professional personnel under the standing orders of a physician. Medical treatment does not include first aid treatment even though provided by a physician or registered professional personnel.

Nonfatal Case Without Lost Workdays: Any recordable occupational injury or illness case which does not involve a fatality or lost workdays.

Occupational Illness: Any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment.

Occupational Injury: Any injury such as a cut, fracture, sprain, amputation, etc., which results from a work accident or from an exposure involving a single incident in the work environment.

Recordable Occupational Injuries and Illnesses: Any case which may be categorized in one the following classes is recordable:

- (1) occupational deaths, regardless of the time between injury, or length of illness, and death;
- (2) occupational illnesses; or
- (3) occupational injuries which involve one or more of the following: loss of consciousness, restriction of work or motion, transfer to another job, or medical treatment (other than first aid).

Standard Industrial Classification (SIC): A classification system developed by the Office of Statistical Standards, Executive Office of the President/Office of Management and Budget, for use in the classification of establishments by type of activity in which engaged. Each establishment is assigned an industry code for its major activity which is determined by the product or group of products or services rendered. Establishments may be classified as 2-digit, 3-digit, or 4-digit industries, according to the degree of information available.

Work Environment: The physical location, equipment, materials processed or used, and the kinds of operations performed by an employee in the performance of his/her work, whether on or off the employer's premises.

Survey of Occupational Injuries and Illnesses, 1995



U.S. Department of Labor
Bureau of Labor Statistics

Read our letter for important information

Please correct Your Company Address

N

We estimate that it will take you, on average, 1 hour to complete the forms in this survey (ranging from 30 minutes to 4 hours per package), including the time you'll spend reviewing the instructions; searching and gathering the data needed; and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this survey, send them to: Bureau of Labor Statistics, Division of Management Systems (1220-0045), Washington, DC 20212 and to the Office of Management and Budget, Paperwork Reduction Project (1220-0045), Washington, DC 20503. DO NOT SEND THE COMPLETED FORM TO EITHER OF THESE OFFICES.

The information collected in this survey will be held confidential and used for statistical purposes only.

OMB No. 1220-0045
Approval expires 09-30-97
BLS-9300 N06

Part 1: Summary of 1995 Occupational Injuries and Illnesses

All establishments must complete this part of the survey, even if there were no occupational injuries and illnesses during 1995. This form tells us about the number of employees in your establishment and the number of hours they worked. It also gives us a summary of any occupational injuries and illnesses that did occur during 1995.

If you have already provided the Occupational Safety and Health Administration (OSHA) with this information, you may attach a copy of their form instead of completing Part 1. If you choose to attach the OSHA form, go to *What's Next*.

To answer the questions below, you'll need

- information about employment and hours worked from your payroll, and
- your completed copy of the 1995 *Log and Summary of Occupational Injuries and Illnesses* (OSHA No. 200).

Tell us about your establishment's employees and the hours they worked

Be sure the information you supply refers only to the establishment(s) noted on the cover under *Reporting Site*.

1. What is the average number of employees who worked for your establishment during 1995?
If this number isn't available, you can estimate it this way:

Employment average

- Add together the number of employees your establishment paid in every pay period during 1995. Include all employees: full-time, part-time, temporary, seasonal, salaried, and hourly.
- Divide that answer by the number of pay periods your establishment had in 1995. Be sure to include any pay periods when you had no employees.
- Round the answer to the next highest whole number. Write the rounded number in the blank marked *Employment average*.

Example
Acme Construction pays its employees 26 times each year. During 1995,

in this pay period	Acme paid this many employees
1	10
2	0
3	15
4	30
5	40
↓	↓
24	20
25	15
26	10
	830 (sum)

Because Acme has 26 pay periods, it would divide its sum by 26.
830 divided by 26 = 31.92
Acme would round 31.92 to 32 and write that number in the blank marked *Employment average*.

2. How many hours did your employees (salaried as well as hourly employees) actually work during 1995?

Total hours worked

Do not include vacation, sick leave, holidays, or any other non-work time, even if employees were paid for it. If your establishment keeps records of only the hours paid or if you have employees who are not paid by the hour, please estimate the hours that the employees actually worked.

If this number isn't available, you can use this worksheet to estimate it.

Optional Worksheet

_____ Find the number of full-time employees in your establishment for 1995.

x _____ Multiply by the number of work hours for a full-time employee in a year.

_____ This is the number of full-time hours worked.

+ _____ Add the number of any overtime hours as well as the hours worked by other employees (part-time, temporary, seasonal).

_____ Round the answer to the next highest whole number. Write the rounded number in the blank marked *Total hours worked*.

3. Put an X in the box next to all the conditions that might have affected your answers to #1 and #2.
- ☐ Nothing unusual happened

☐ Natural disaster or adverse weather conditions

☐ Strike or lockout

☐ Shorter work schedules or fewer pay periods than usual

☐ Shutdown or layoff

☐ Longer work schedules or more pay periods than usual

☐ Seasonal work

☐ Other reason: _____
4. Did you have ANY occupational injuries or illnesses during 1995?
- ☐ Yes. Go to the next section, *Tell us about the injuries and illnesses during 1995.*

☐ No. Go to *Sign This Form* on the back cover.

Tell us about the injuries and illnesses during 1995

- If you had occupational injuries or illnesses during 1995, follow these steps.
- 1

Go to your completed 1995 *Log and Summary of Occupational Injuries and Illnesses* (OSHA No. 200) form.
- 2

Look at the total line on the last page.
- 3

Copy the 1995 totals from your OSHA No. 200 form into the columns below. If more than one establishment is noted on the front cover under *Reporting Site*, add together the total lines from all your OSHA No. 200 forms to get the 1995 totals for all establishments. Then copy those totals into the columns below.

Total Injuries

Copy these totals from columns (1) – (6):

Deaths as a result of injury (column 1)	Injuries with days away from work, or restricted workdays or both (column 2)	Injuries with days away from work (column 3)	Total days away from work (column 4)	Total days of restricted work activity (column 5)	Injuries without lost workdays (column 6)
_____	_____	_____	_____	_____	_____

Total Types of Illnesses

Copy these totals from columns (7a) – (7g):

Skin diseases or disorders (column 7a)	Dust diseases of the lungs (column 7b)	Respiratory conditions due to toxic agents (column 7c)	Poisoning (column 7d)	Disorders due to physical agents (column 7e)	Disorders associated with repeated trauma (column 7f)	Other occupational illnesses (column 7g)
_____	_____	_____	_____	_____	_____	_____

Total Illnesses

Copy these totals from columns (8) – (13):

Deaths as a result of illness (column 8)	Illnesses with days away from work, or restricted workdays or both (column 9)	Illnesses with days away from work (column 10)	Total days away from work (column 11)	Total days of restricted work activity (column 12)	Illnesses without lost workdays (column 13)
_____	_____	_____	_____	_____	_____

What's next

- Look at the totals you copied into columns (3) and (10) above (look for the bold lines).
- If you had NO cases in both columns (3) and (10), you are finished with the survey. Go to *Sign This Form* on the back cover.

• If you HAD cases in either column (3) or column (10), go to *Part 2: Reporting Cases with Days Away from Work.*
- 2

Case with Days Away from Work

Tell us about a 1995 occupational injury or illness only if it resulted in days away from work. To find out which cases you should report, read the instructions at the beginning of *Part 2: Reporting Cases with Days Away from Work*. We will keep all information that you give us confidential.

Tell us about the case

Go to your completed OSHA No. 200 form. Copy the case information from that form into the columns below.

Date of injury or illness (column B)	Employee's last name, first initial (column C)	Injury		Illness	
		Days away from work (column 4)	Days of restricted work activity (column 5)	Days away from work (column 11)	Days of restricted work activity (column 12)
<div>1995</div> <div>month day year</div>					

If, as a result of the injury or illness, the employee did NOT return to regular work in 1995, tell us why.

- ☐ Still recovering; approximate return date

month day year
- ☐ Other:

Tell us about the employee

Please answer the questions below.

1. Employee's approximate length of service at this establishment when the incident occurred (optional)

☐ Less than 3 months

☐ Between 3 and 12 months

☐ Between 1 and 5 years

☐ More than 5 years
2. Employee's race or ethnic background (optional)

☐ White, not of Hispanic origin

☐ Black, not of Hispanic origin

☐ Hispanic

☐ Asian or Pacific Islander

☐ American Indian, Aleut, or Eskimo

You may either answer the next questions or attach a copy of a supplementary document that answers them.

3. Employee's age OR date of birth

month day year
4. Employee's sex

☐ Male

☐ Female
5. Employee's occupation

Be specific and describe the occupation. Do not use a general term such as "maintenance". Examples: "auto mechanic"; "janitor."

Tell us about the incident

Answer the questions below or attach a copy of a supplementary document that answers them.

6. What was the employee doing just before the incident occurred? Tell us about the activity as well as the tools, equipment, or material the employee was using. Be specific. Examples: "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."
7. What happened? Tell us how the injury or illness occurred. Examples: "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."
8. What was the injury or illness? Tell us the part of the body that was affected and how it was affected; be more specific than "hurt," "pain," or "sore." Examples: "strained back"; "chemical burn, hand"; "tendinitis, elbow"; "carpal tunnel syndrome."
9. What object or substance directly harmed the employee? Examples: "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.

4

N	P	S	E	SS	OCC
---	---	---	---	----	-----



Sign This Form

Fill in the name, title, and phone number of the person we should call with questions about the survey. Then date and sign the form.

_____	(_____)	_____	_____
Printed name	Telephone number	Ext.	Today's date
_____	_____		
Title	Signature		

Use the return envelope to send us the entire package — everything that we sent you — within 30 days of the date your establishment received it. If the return envelope is missing, send the entire package to the return address on the front cover (look for *Address for Return Envelope*).



If You Need Help . . .

If you have any questions or if you need help completing the survey, call the phone number that is listed below for your State. The phone number may be for an office outside of your State, but they will be able to help you. If you prefer to write, send your letter to the return address on the front of this package.

Region I (617) 565-9163 Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont	Region IV (404) 347-3660 Alabama Florida Georgia Kentucky Mississippi North Carolina South Carolina Tennessee	Region VI (214) 767-0128 Arkansas Louisiana New Mexico Oklahoma Texas	Region IX (415) 975-4473 American Samoa Arizona California Guam Hawaii Nevada
Region II (212) 337-2430 New Jersey New York Puerto Rico Virgin Islands	Region V (312) 353-7253 (312) 886-1512 Illinois Indiana Michigan Minnesota Ohio Wisconsin	Region VII (816) 426-4599 Iowa Kansas Missouri Nebraska	Region X (415) 975-4473 Alaska Idaho Oregon Washington
Region III (215) 596-1162 Delaware District of Columbia Maryland Pennsylvania Virginia West Virginia		Region VIII (816) 426-4599 Colorado Montana North Dakota South Dakota Utah Wyoming	

Recordkeeping Summary

Basic recordkeeping concepts and guidelines are included with instructions on the back of form OSHA No. 200. The following summarizes the major recordkeeping concepts and provides additional information to aid in keeping records accurately.

General concepts of recordability

1. An injury or illness is considered work related if it results from an event of exposure in the work environment. The work environment is primarily composed of: (1) The employer's premises, and (2) other locations where employees are engaged in work-related activities or are present as a condition of their employment. When an employee is off the employer's premises, work relationship must be established; when on the premises, this relationship is presumed. The employer's premises encompass the total establishment. This includes not only the primary facility, but also such areas as company storage facilities, cafeterias, and restrooms. In addition to physical locations, equipment or materials used in the course of an employee's work are also considered part of the employee's work environment.

2. All work-related fatalities are recordable.

3. All recognized or diagnosed work-related illnesses are recordable.

4. All work-related injuries requiring medical treatment or involving loss of consciousness, restriction of work or motion, or transfer to another job are recordable.

Analysis of injuries

Recordable and nonrecordable injuries. Each case is distinguished by the treatment provided; i.e., if the injury was such that medical treatment was provided or should have been provided, it is recordable; if only first aid was required, it is not recordable. However, medical treatment is only one of several criteria for determining recordability. Regardless of treatment, if the injury involved loss of consciousness, restriction of work or motion, or transfer to another job, the injury is recordable.

Medical treatment. The following procedures are generally considered medical treatment. Injuries for which this type of treatment was provided or should have been provided are almost always recordable if the injury is work related:

- Treatment of **INFECTION**
- Application of **ANTISEPTICS during second or subsequent visit** to medical personnel
- Treatment of **SECOND OR THIRD DEGREE BURN(S)**
- Application of **SUTURES** (stitches)
- Application of **BUTTERFLY ADHESIVE DRESSING(S) or STERI STRIP(S)** in lieu of sutures
- Removal of **FOREIGN BODIES EMBEDDED IN EYE**
- Removal of **FOREIGN BODIES FROM WOUND**; if procedure is **COMPLICATED** because of depth of embedment, size, or location
- Use of **PRESCRIPTION MEDICATIONS** (except a single dose administered on first visit for minor injury or discomfort)
- Use of hot or cold **SOAKING THERAPY during second or subsequent visit** to medical personnel
- Application of hot or cold **COMPRESS(ES) during second or subsequent visit** to medical personnel
- **CUTTING AWAY DEAD SKIN** (surgical debridement)
- Application of **HEAT THERAPY during second or subsequent visit** to medical personnel
- Use of **WHIRLPOOL BATH THERAPY during second or subsequent visit** to medical personnel

- **POSITIVE X-RAY DIAGNOSIS** (fractures, broken bones, etc.)
- **ADMISSION TO A HOSPITAL** or equivalent medical facility **FOR TREATMENT**.

First aid treatment. The following procedures are generally considered first aid treatment (e.g., one-time treatment and subsequent observation of minor injuries) and should not be recorded if the work-related injury does not involve loss of consciousness, restriction of work or motion, or transfer to another job:

- Application of **ANTISEPTICS during first visit** to medical personnel
- Treatment of **FIRST DEGREE BURNS(S)**
- Application of **BANDAGES(S)** during first visit to medical personnel
- Use of **ELASTIC BANDAGES(S) during first visit** to medical personnel
- Removal of **FOREIGN BODIES NOT EMBEDDED IN EYE** if only irrigation is required
- Removal of **FOREIGN BODIES FROM WOUND**; if procedure is **UNCOMPLICATED**, and is, for example, by tweezers or other simple technique
- Use of **NONPRESCRIPTION MEDICATIONS AND administration of single dose of PRESCRIPTION MEDICATION** on first visit for minor injury or discomfort
- **SOAKING THERAPY on initial visit** to medical personnel or removal of bandages by **SOAKING**
- Application of hot or cold **COMPRESS(ES) during first visit** to medical personnel
- Application of **OINTMENTS** to abrasions to prevent drying or cracking
- Use of **WHIRLPOOL BATH THERAPY during first visit** to medical personnel
- **NEGATIVE X-RAY DIAGNOSIS**
- **OBSERVATION** of injury during visit to medical personnel.

The following procedure, by itself, is not considered medical treatment:

- Administration of **TETANUS SHOT(S) or BOOSTERS(S)**. However, these shots are often given in conjunction with more serious injuries; consequently, injuries requiring these shots may be recordable for other reasons.

Reminder: Work-related injuries requiring only first aid treatment and that do not involve any of the conditions in item 4 above, are not recordable.